

# Filling out Annual Reports

## Objectives

- Assist in the login, preparation, and submittal of Annual Reports.

## Prerequisites

- Submit the registration packet. Registration package and instructions can be found at: <http://www.waterboards.ca.gov/stormwtr/docs/swarm/prereg.pdf>.
- Each user will be assigned a unique login and password to gain access to the CIWQS.

## Logging into CIWQS

1. Open a web browser and visit <http://ciwqs.waterboards.ca.gov/ciwqs>.
2. The login prompt will appear. Enter the user ID and Password provided in the confirmation e-mail from [ciwqs@waterboards.ca.gov](mailto:ciwqs@waterboards.ca.gov).



By default a user ID is the first letter of the first name and full last name (e.g. registered user John Smith, user ID - jsmith). The default password is "Password1" (without the quotes). The user ID and password are case sensitive.

## Initiating Report

1. After logging in, click on the link titled "SWARM – Storm Water Annual Report Monitoring".



If the user is a "Data Submitter", the "Administer System" link shown above will not be displayed.

- In the SWARM Facility Search screen, all previously registered facilities will appear as hyperlinks in the middle of the screen. To begin entering annual report data, click the correct facility link. If previously registered facilities are not visible, please contact the CIWQS Help Center (CHC) at 866-79-CIWQS or 866-792-4977.

**Storm Water Annual Report Monitoring (SWARM) Facility Search**

Facility Name:  [SWARM Help](#)

WDID:

Physical Address:

City:  Zip:  County:

Region:

Reporting Period: 2005 - 2006

Report Status: Submitted

Facility Name	WDID	Physical Address	Most Recent Reporting Period	Report Status
MERRILL QUARRY	6A02I017260	null WOLF CREEK RD MARKLEEVILLE, CA	07/01/2005 - 06/30/2006	In-Progress

- The 2007-2008 reporting period will be selected by default. Click the "Continue" button.

Gen Info Sampling Mon Locs EDF Raw Data Data Summary

Choose Reporting Period: 2007 - 2008

- Verify the information on the "General Info" Tab. In order to change the information on this screen, please fax a copy of the cover sheet with the corrections noted on it to 916-341-5543.
- Click the "Sampling" Tab. Select whether or not the facility is exempt from collecting and analyzing samples from two storm events and click "Save".

1. For the reporting period, was your facility exempt from collecting and analyzing samples from two storm events in accordance with sections B.12 or 15 of the General Permit?:

- If answer is "yes", the following screen will appear. The system will flow through the rest of Section D. After clicking "save" on the last question of Section D, the system will be redirected to the "Quarterly Visual Observations" Tab.

<b>D. Sampling and Analysis Exemptions</b> 1. <a href="#">Exemption from 2 Storm Events</a> 2. <a href="#">Reason for Exemption</a> 3. <a href="#">Scheduled to Sample 1 Storm Event</a> <div style="border: 1px solid black; padding: 2px; width: fit-content; margin-top: 5px;">Save</div>	<b>E. Sampling and Analysis Details</b> 2. Indicate the reason your facility is exempt from collecting and analyzing samples from two storm events. Attach a copy of the first page of the appropriate certification if you check boxes ii, iii, iv, or v.:
i. Participating in an Approved Group Monitoring Plan <span style="float: right;">Yes ▾</span> Group Name: <span style="border: 1px solid black; padding: 0 20px;">California Auto Dismantlers</span>	
ii. Submitted No Exposure Certification (NEC) <span style="float: right;">No ▾</span> Date Submitted: <span style="border: 1px solid black; padding: 0 20px;"></span> Re-evaluation Date: <span style="border: 1px solid black; padding: 0 20px;"></span> Does facility continue to satisfy NEC conditions?: <span style="float: right;">No ▾</span> <a href="#">Attach Documentation</a>	
iii. Submitted Sampling Analysis Reduction Certification (SARC) <span style="float: right;">No ▾</span> Date Submitted: <span style="border: 1px solid black; padding: 0 20px;"></span> Re-evaluation Date: <span style="border: 1px solid black; padding: 0 20px;"></span> Does facility continue to satisfy SRC conditions?: <span style="float: right;">No ▾</span> <a href="#">Attach Documentation</a>	
iv. Received Regional Board Certification <span style="float: right;">Yes ▾</span> Certification Date: <span style="border: 1px solid black; padding: 0 20px;"></span> <a href="#">Attach Documentation</a>	
v. Received Local Agency Certification <span style="float: right;">Yes ▾</span> Certification Date: <span style="border: 1px solid black; padding: 0 20px;"></span> <a href="#">Attach Documentation</a> <div style="border: 1px solid black; padding: 2px; width: fit-content; margin-top: 5px;">Save</div>	

7. If answer is "no", the following screen will appear. The system will flow through the rest of Section E.

<b>D. Sampling and Analysis Exemptions</b> <a href="#">Exemption from 2 Storm Events</a> <a href="#">Reason for Exemption</a> <a href="#">Scheduled to Sample 1 Storm Event</a> <div style="border: 1px solid black; padding: 2px; width: fit-content; margin-top: 5px;">Save</div>	<b>E. Sampling and Analysis Details</b> 1. <b>Number of Storm Events Sampled</b> 2. <a href="#">Collected From First Storm Event</a> 3. <a href="#">Number of Discharge Locations</a> 4. <a href="#">Collected Sample from Each Discharge Location</a> 5. <a href="#">Reduction of Sample Collection/Analysis</a> 6. <a href="#">Samples Collected in First Hour</a> 7. <a href="#">Samples Preceded by 3 Days Without Storm Discharge</a> 8. <a href="#">Any Discharges Temporarily Contained</a> 9. <a href="#">Collection/Analysis of Contained Discharges</a> 10. <a href="#">General Permit Sampling Analysis</a>
1. How many storm events did you sample?: <span style="border: 1px solid black; padding: 0 20px;"></span> If less than 2, enter explanation: <div style="border: 1px solid black; height: 40px; width: 100%;"></div> <div style="border: 1px solid black; padding: 2px; width: fit-content; margin-top: 5px;">Save</div>	

8. Click the "Mon Locs" Tab. Click the "Create a New Monitoring Location" button if the appropriate monitoring location hasn't already been created.

General Info	Sampling	Mon Locs	CDF	Raw Data	Data Summary	Quarterly...	Monthly...	Evaluation	Attachments	Certify
<div style="border: 1px solid black; padding: 2px; display: inline-block;">Create a New Monitoring Location</div>										
Facility	Type	ID	Name	Description	Latitude	Longitude	Associated Discharge Points			

9. Enter information on this screen as follows:

- Click the "Facility" drop-down list and select the facility.
- For the "Identifier" and "Name" fields, choose a monitoring location name and enter it in each field. Naming suggestions as follows: "Mon-1" for the first monitoring location, "Mon-2" for the second monitoring location, etc.
- Click the "Type" drop-down list and select "Effluent Monitoring".
- Although the "Description" field is not required, it is recommended that a description of the monitoring location be entered (e.g. NW outfall near employee parking lot).
- Click "Save" and repeat these steps to add all monitoring locations.



NOTE: A red asterisk "\*" identifies all required fields.

#### 10. Click the "CDF" Tab.



NOTE: The CIWQS Data Format (CDF) Microsoft Excel-based file allows you to configure your data into a format that CIWQS will understand and interpret correctly. You can open the CDF file in Excel and configure it on the basis of your permit requirements. *Important Note: The Tools require that macros be enabled.*



NOTE: Use of the CDF tool is not mandatory. Dischargers are still able to enter data via the "Raw Data" Tab. The CDF tool will most likely be more useful for larger facilities with multiple monitoring locations and multiple additional parameters. If a facility has 1-3 monitoring locations with basic parameters, the CDF tool might be more time consuming than using the "Raw Data" Tab.



NOTE: If the CDF tool is used, data entry is not necessary under the “Raw Data” tab as the data was uploaded via the CDF tool.

Step 1. Download and install the [CDF Tool](#) in case you didn't already do so.  
 Step 2. Download the [CDF Customization File](#) for this report.  
 Step 3. The Customization file contains required parameters and units used by the tool.  
 Open the CDF Tool and provide the directory path of the customization file where it says 'CDF Customization File Path'  
 Step 4. Enter your CDF data: To enter general and parameter data click on the General and Data Entry Tabs at the bottom.  
 Step 5. Create your CDF file by saving the data using the File Save Icon at the bottom of the General Tab page.  
 Step 6. On this web page, Click Browse, select the CDF file and click 'Upload File'.

Note: The upload process may take a few minutes depending on the speed of your internet connection and the size of the CDF file. Do not attempt to click the "Refresh" button during the upload process.

File *	File Description	
<input type="text"/> Browse...	<input type="text"/>	Upload File

The CDF file must conform to the following [guidelines](#).  
 You may also check some helpful [hints](#) for uploading CDF files.

File Name (Type)	File Description	Date/Time Uploaded	Status

- Download the CDF Tool (zipped file) and CDF Customization File by clicking the hyperlinks.
- Unzip the CDF Tool, open the Excel file titled “SwCDFTool.xls”, and enable the macros.
- Once the spreadsheet opens, click the “Browse” button under the “General” Tab and upload the CDF Customization File. This customized file contains SIC code-specific parameters that are required to be analyzed.

Facility Name:

WDID Number: Reporting Year:

Data Entered By: QA Performed By:

Key: Red Outline = Required  
Blue Outline = Optional

Analytical Lab Contact Information

Name	Location	Contact & Phone Number

Additional Notes:

CDF Customization File Path:  Browse Load

- Enter the facility’s information under the “General” Tab (i.e. Facility Name, WDID No, and Reporting Year).



NOTE: Red outlined boxes identify all required fields.

- Next, click the “Data Entry” tab.

	A	B	C	D	E	
	Monitoring Location ID	Scenario ID	Sample Collection Date	Sample Collection Time	Sample Medium	Analytical Method
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						


- Enter the Monitoring Location ID that was previously created under the “Mon Locs” Tab. If the ID’s do not match exactly, duplicate/incorrect data will be generated.
- Do not enter a value for “Scenario ID”. This column is used by other Water Board programs.
- Enter the date the sample was collected under the column titled “Sample Collection Date”.
- Enter the time the sample was collected under the column titled “Sample Collection Time”. The time must be in 24-hour format (e.g. to enter 3pm, enter 15:00).
- Select “Water” from the “Sample Medium” drop down list.
- Skip “Analytical Method” column for now.

	G	H	I	J	K	L	M
	Sample Analysis Date	Parameter	Analytical Result	Qualifier	Analytical Method	Detection Limit (MDL)	Minimum Level (ML)
							Units
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							

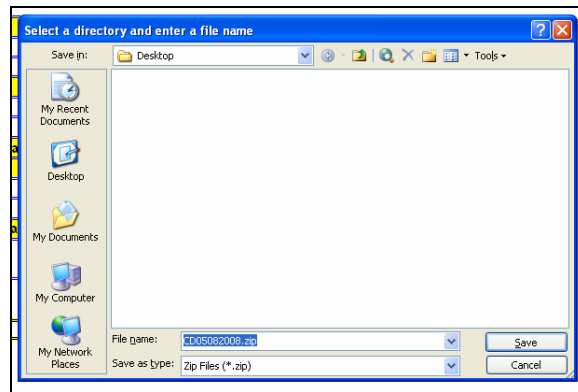
- Do not enter a value for “Sample Analysis Date”. This column is used by other Water Board programs.
- Select a parameter from the “Parameter” drop down list.
- Enter the result provided on the laboratory report in the “Analytical Result” column.

- Return to the column titled “Analytical Method” and locate and select the appropriate method as noted on the laboratory report.
- Select “=” from the “Analytical Result Qualifier” column if a numeric value was detected. If a sample result is marked as ND (non-detect), the user must locate the MDL (Method Detection Limit) on the laboratory report, change the Result Qualifier to “<”, enter the MDL value in the “Analytical Result” column, and then again in the “Method Detection Limit” (MDL) column. Also, if the sample result is marked as “TRACE” amounts detected, change the Result Qualifier to “<”, enter the most restrictive value (either PQL or MDL), and then again in the MDL column.
- Do not enter a value for “Minimum Level”. This column is used by other Water Board programs.
- Select the appropriate units from the “Units” drop down list. The units listed are linked to the parameter that was previously selected.

- Enter the name of the person who collected the sample in the “Sampling Person Name” column.
- Enter the title of the person who collected the sample in the “Sampling Person Title” column (Plant Manager, Maintenance Manager, etc).
- Enter the time the discharge began in the “Discharge Time” column. The time must be in 24-hour format (e.g. to enter 3pm, enter 15:00).
- Do not enter a value for “Rainfall Amount”. This column is used by other Water Board programs.
- Repeat process for all remaining parameters shown in the “Parameter” drop down list.

<b>Data Entered By:</b>			Key: Red Outline = Required Blue Outline = Optional
<b>QA Performed By:</b>			
<b>Analytical Lab Contact Information</b>			
<b>Name</b>	<b>Location</b>	<b>Contact &amp; Phone Number</b>	
			<b>Additional Notes:</b>

- Return to the “General” Tab within the CDF tool and click the diskette image. This zips the Excel file which will allow it to be uploading into SWARM.



- A window will appear (similar to one shown above) and save the zipped file.
- Return to the “CDF” Tab to upload the zipped file that has been created by browsing for the file and clicking the “Upload File” button.

General Info	Sampling	Mon Locs	CDF	Raw Data	Data Summary	Quarterly...	Monthly...	Eval...
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Step 1. Download and install the [CDF Tool](#) in case you didn't already do so.  
 Step 2. Download the [CDF Customization File](#) for this report.  
 Step 3. The Customization file contains required parameters and units used by the tool.  
 Open the CDF Tool and provide the directory path of the customization file where it says 'CDF Custo  
 Step 4. Enter your CDF data: To enter general and parameter data click on the General and Data Ent  
 Step 5. Create your CDF file by saving the data using the File Save icon at the bottom of the General  
 Step 6. On this web page, Click Browse, select the CDF file and click 'Upload File'.

Note: The upload process may take a few minutes depending on the speed of your internet connection and the size of the CDF file. Do not attempt to click the "Refresh" button during the upload process.

File *	File Description	
<input type="text"/> <input data-bbox="613 1537 678 1558" type="button" value="Browse..."/>	<input type="text"/>	<input data-bbox="971 1537 1068 1558" type="button" value="Upload File"/>

The CDF file must conform to the following [guidelines](#).  
 You may also check some helpful [hints](#) for uploading CDF files.

File Name (Type)	File Description	Date/Time Uploaded	Status

11. Click the "Raw Data" Tab.



NOTE: If data was entered via the CDF tool, the “Raw Data” Tab can be skipped.



General Info | Sampling | Mon Locs | CDF | Raw Data | Data Summary | Quarterly... | Monthly... | Evaluation | Attachments | Certify

This screen displays the list of Sampling Events that are currently entered in the system. Click on an Event ID to view/edit/delete details.

Create New Event

Sampling Event ID	Monitoring Location	Event Date and Time
Create New Event		

- Click the "Create New Event" button to create a new record.

General Info | Sampling | Mon Locs | CDF | Raw Data | Data Summary | Quarterly... | Monthly... | Evaluation | Attachments | Certify

The following are Sampling Event Details along with Entered measurement (lab results).

Save & Stay | Save & Add New Event | Save & Back To List

Monitoring Location:  Sampling Event Date/Time:  Rainfall Amount:   
 (MM/DD/YYYY hh:mm:ss) inches

Time Discharge Started:  Name of Person Collecting Samples:  Title:   
 (hh:mm:ss)  
 Enter mid-night time as 23:59:59

Parameter	ND Entry Result Qualifier	Result	Unit conversions Units	Analytical Method	Method Detection Limit	Analyzed By	
pH	= <input type="text"/>	<input type="text"/>	SU	SW9041A <input type="text"/>	<input type="text"/>	Lab <input type="text"/>	delete
Total Suspended Solids (TSS)	= <input type="text"/>	<input type="text"/>	mg/L	E160.2 <input type="text"/>	<input type="text"/>	Lab <input type="text"/>	delete
Electrical Conductivity @ 25 Deg. C	= <input type="text"/>	<input type="text"/>	umhos/cm	E120.1 <input type="text"/>	<input type="text"/>	Lab <input type="text"/>	delete
Oil and Grease	= <input type="text"/>	<input type="text"/>	mg/L	E413.2 <input type="text"/>	<input type="text"/>	Lab <input type="text"/>	delete
<input type="text"/> Select Parameter	= <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Lab <input type="text"/>	

Save & Stay | Save & Add New Event | Save & Back To List



**NOTE:** The basic parameters and parameters specific to the facility's SIC Code (s) will populate the table.

- Click the "Monitoring Location" drop-down to choose the monitoring location for this sample.
- Enter the date and time of the sampling event. The date and time must be in the following format: MM/DD/YYYY HH:MM:SS. There must be a space in between the date and time, and the time must be in 24-hour format (e.g. to enter March 1, 2006 at 3pm, enter 03/01/2006 15:00:00).
- Enter the time the discharger began in the "Time Discharger Started" field. The time must be in 24-hour format.
- Enter the name of the person who collected the samples as well as that person's title in the appropriate fields.

## 12. Enter the results for all the parameters listed.

- If a parameter is displayed and is not required, enter zero for that parameter result. Directions on how to delete this record are described below.
- If a sample result is marked as ND (non-detect), the user must locate the MDL (Method Detection Limit) on the laboratory report, change the Result Qualifier to "<", enter the MDL value, and then again in the MDL column. Also, if the sample result is marked as "TRACE" amounts detected, change the Result Qualifier to "<", enter the most restrictive value (either PQL or MDL), and then again in the MDL column.

- If the sample result units do not match the units listed in SWARM, convert the result units by using the "Unit Conversions" table. Click the "Unit Conversions" hyperlink to view this table.
- If substitution of a parameter is allowed, enter zero for each "to-be-deleted" parameter result. Click "Save & Stay". A hyperlink will appear next to each parameter record ("delete"). Click the hyperlink to delete any parameters that are either not required or will be substituted. Click the "Select Parameter" button and enter the additional/substituted parameter on the parameter search screen. Click "Search". When a parameter appears, click the "Select" hyperlink under the "Action" column.

**Parameter Search**  
Enter search criteria and click 'Search'.

Identifier	Value
Parameter Name	<input type="text"/>
STORET Number	<input type="text"/>
CAS Number	<input type="text"/>
PCS Number	<input type="text"/>

[Parameter Reference List](#)

**Parameter Search**  
Click 'New Search' to initiate a new search with new criteria.

Identifier	Value
Parameter Name	<input type="text"/>
STORET Number	<input type="text"/>
CAS Number	<input type="text"/>
PCS Number	<input type="text"/>

[Parameter Reference List](#)

Searching Result: 1 of 1

Parameter	Synonym	STORET Number	CAS Number	PCS Number	Action
Chemical Oxygen Demand (COD)	BOD % Removal, BOD, 5-day (20 Deg. C), BOD, 5-day Percent Removal, BOD, nitrogen enriched, BODs @ 20 Deg. C, CBOD % Removal, CBOD, 5-day (20 Deg. C), CBOD, 5-day Percent Removal, Carbonaceous BOD, DO, Oxygen, Dissolved Percent Saturation		7702447	01017	<a href="#">Select</a>

Previous 1-1 of 1 Next



**NOTE:** Click the "Save & Stay" button any time a new screen will appear (e.g. "Select Parameter" screen).

- Enter the value for this parameter.

13. Click "Save & Stay". Repeat steps as needed.



**NOTE:** The following are instructions on each "Save" button:

- "Save & Stay": Saves any changes that have been made on the screen and will remain on the screen.
- "Save & Add New Event": Saves any changes that have been made on the screen and clear the data fields for a new event record. This is to be used when multiple monitoring locations and/or events need to be entered.
- "Save & Back to List": Saves any changes that have been made on the screen and takes the user back to the "Create New Event" screen.

14. Click the "Data Summary" Tab to review data. Return to the "Raw Data" Tab if edits are necessary.

15. Click the "Quarterly" Tab. The system will flow through the section. Click "Save" after each question is answered.

General Info | Sampling | Mon Locs | CDF | Raw Data | Data Summary | Quarterly... | Monthly... | Evaluation | Attachments | Certify

F.1 Authorized NSW Quarterly Visual Observations F.2 Unauthorized NSW Quarterly Visual Observations  
 Form 2.A Authorized NSW Occurrences Form 3.A Unauthorized NSW Occurrences  
 Form 2.B Authorized NSW Details Form 3.B Unauthorized NSW Details

Save

Section B.3.b of the General Permit requires quarterly visual observations of all [authorized non-storm water discharges](#) and their sources.

a. Do [authorized non-storm water discharges](#) occur at your facility? --Select-- If "No", proceed to F.2.

b. Indicate whether you visually observed all [authorized non-storm water discharges](#) and their sources during the quarters when they were discharged. Enter an explanation for any "NO" answers. Indicate "N/A" for quarters without any [authorized non-storm water discharges](#).

July - Sept: --Select--	Explanation if "No":	<input type="text"/>
Oct - Dec: --Select--	Explanation if "No":	<input type="text"/>
Jan - Mar: --Select--	Explanation if "No":	<input type="text"/>
Apr - Jun: --Select--	Explanation if "No":	<input type="text"/>

Save

16. Click the "Monthly" Tab. The system will flow through the section. Click "Save" after each question is answered.

General Info | Sampling | Mon Locs | CDF | Raw Data | Data Summary | Quarterly... | Monthly... | Evaluation | Attachments | Certify

G. Monthly Wet Season Visual Observations (WSVO) Form 4.B Storm Water Discharge Visual Observations Details  
 Form 4.A Storm Water Discharge Visual Observations

Save

Section B.4.a of the General Permit requires you to conduct monthly visual observations of storm water discharges at all storm water discharge locations during the wet season. These observations shall occur during the first hour of discharge or, in the case of temporarily stored or contained storm water, at the time of discharge.

Indicate below whether monthly visual observations of storm water discharges occurred at all discharge locations. Attach an explanation for any "NO" answers. Include in this explanation whether any eligible storm events occurred during scheduled facility operating hours that did not result in a storm water discharge, and provide the date, time, name and title of the person who observed that there was no storm water discharge.

October: --Select--	Explanation if "No":	<input type="text"/>
November: --Select--	Explanation if "No":	<input type="text"/>
December: --Select--	Explanation if "No":	<input type="text"/>
January: --Select--	Explanation if "No":	<input type="text"/>
February: --Select--	Explanation if "No":	<input type="text"/>
March: --Select--	Explanation if "No":	<input type="text"/>
April: --Select--	Explanation if "No":	<input type="text"/>
May: --Select--	Explanation if "No":	<input type="text"/>

Save

17. Click the "Evaluation" Tab. The system will flow through the section. Click "Save" after each question is answered.

General Info	Sampling	Mon Locs	CDF	Raw Data	Data Summary	Quarterly...	Monthly...	Evaluation	Attachments	Certify
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H. Annual Comprehensive Site Compliance Evaluation (ACSCE) Checklist J. [ACSCE Certification](#)

1. Inspected Pollutant Sources and Industrial Areas
2. [Reviewed SWPPP BMPs](#)
3. [Verified SWPPP Site Map is Up-to-Date](#)
4. [Reviewed All General Permit Compliance Records](#)
5. [Reviewed Major Elements of SWPPP](#)
6. [Assured that BMPs are Adequate and Implemented](#)
7. [Inspected SWPPP Implementation Equipment](#)

I. [ACSCE Evaluation Report - Form 5](#)

1. Section A.9 of the General Permit requires the facility operator to conduct one ACSCE in each reporting period (July 1- June 30). Evaluations must be conducted within 8-16 months of each other. The SWPPP and monitoring program shall be revised and implemented, as necessary, within 90 days of the evaluation. This checklist includes the minimum steps necessary to complete a ACSCE. Indicate whether you have performed each step below. Enter an explanation for any "NO" answers.

Have you inspected all potential pollutant sources and industrial activities areas?

If you answered "No", enter an explanation:

The following areas should be inspected:

- areas where spills and leaks have occurred during the last year
- outdoor wash and rinse areas
- process/manufacturing areas
- loading, unloading, and transfer areas
- waste storage/disposal areas
- dust/particulate generating areas
- erosion areas
- building repair, remodeling, and construction
- material storage areas
- vehicle/equipment storage areas
- truck parking and access areas
- rooftop equipment areas
- vehicle fueling/maintenance areas
- non-storm water discharge generating areas

18. Click the "Attachments" Tab. Scanned or electronic documents required for the SWARM report are attached using this tab. A scanned or electronic version of the analytical results received from the lab must be attached to the annual report.

General Info	Sampling	Mon Locs	CDF	Raw Data	Data Summary	Quarterly...	Monthly...	Evaluation	Attachments	Certify
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To add a document select the file and click Upload.

Note: the upload process may take a few minutes depending on the speed of your internet connection and the size of the file. Do not attempt to click the "Refresh" or "Submit" buttons during the upload process.

File *	File Description	
<input type="text"/> <input type="button" value="Browse..."/>	<input type="text"/>	<input type="button" value="Upload File"/>

File Name	File Description	Date/Time Uploaded	Status

- Create a file(s) to attach and store it on a computer.
- Click the "Browse" button to find the file(s). Find and open the file to be linked.
- In the "File Description" field, describe the file to be attached and click the "Upload File" button.



NOTE: Uploaded files have a maximum size of 50 megabytes. Documents larger than this must be separated into separate files.

19. Click the "Certify" Tab. Click the "Perform Completion Check" button to check the annual report for errors.

- Any errors in the report that are recognized by the program will be displayed. The report will not be able to be submitted until all errors are corrected.

General Info	Sampling	Mon Locs	EDF	Raw Data	Data Summary	Quarterly...	Monthly...	Evaluation	Attachments	Certify
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**Complete Error Check Results**

Not enough storm events sampled for monitoring location: MON-1

The Q# E.2 has to be answered, but not answered.

The Q# E.4 has to be answered, but not answered.

The Q# E.6 has to be answered, but not answered.

The Q# E.7 has to be answered, but not answered.

The Q# E.8 has to be answered, but not answered.

You are required to sign and certify your Annual Report in accordance with Standard provisions 9 and 10 of Section C of the General Permit, and you are also required to retain a copy on site for a period of at least five years in accordance with paragraph 13 of Section B. Please take a moment now to print and sign your annual report using the link below:

[Review and Print Annual Report](#)

You can now certify this Annual Report by completing the form below:

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is to the best of my knowledge and belief true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.	<input type="checkbox"/>
I have reviewed, printed, and signed my application using the link above.	<input type="checkbox"/>

Certifier Name:

Certifier Title:

Date:

The report is not complete and the details are shown above. Please complete the report and certify.

- Once all errors are corrected, click the "Review and Print Annual Report" hyperlink. A facility is required to maintain all records, including annual reports, on site for five years. Fill out the blank certification fields and press the "Certify Annual Report" button.



**NOTE:** The "Certify Annual Report" button will be grey-out if a Data Submitter is logged into the system, meaning the Data Submitter is not authorized to certify the annual report. The Legally Responsible Officer is the only individual authorized to certify an annual report.



**NOTE:** Once a report is certified and submitted, the information cannot be updated/changed by the discharger or Regional Board staff.

General Info	Sampling	Mon Locs	EDF	Raw Data	Data Summary	Quarterly...	Monthly...	Evaluation	Attachments	Certify
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**All required sections of your Annual Report appear to be complete.**

You are required to sign and certify your Annual Report in accordance with Standard provisions 9 and 10 of Section C of the General Permit, and you are also required to retain a copy on site for a period of at least five years in accordance with paragraph 13 of Section B. Please take a moment now to print and sign your annual report using the link below:

[Review and Print Annual Report](#)

You can now certify this Annual Report by completing the form below:

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is to the best of my knowledge and belief true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.	<input type="checkbox"/>
I have reviewed, printed, and signed my application using the link above.	<input type="checkbox"/>

Certifier Name:

Certifier Title:

Date:

- A confirmation screen will verify that the annual report was successfully submitted. Print out the screen as proof of electronic transmission and certification and include it with the printed annual report hard copy.

General Info	Sampling	Mon Locs	EDF	Raw Data	Data Summary	Quarterly...	Monthly...	Evaluation	Attachments	Certify
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**Your electronic Annual Report has been successfully received by the State Water Resources Control Board's database and is hereby certified. Your confirmation information for this certification is as follows:**

<b>WDID</b>	58341004157
<b>Reporting Period</b>	2005 - 2006
<b>Certifier Name</b>	John Gloster
<b>Certifier Title</b>	Manager
<b>Date Certified:</b>	06/19/2006
<b>Certification ID:</b>	168260

Please print out this screen as proof of certification. You will not be allowed to make any further changes to the certified report. If you need to correct any information you must contact your Regional Board representative.

All records must be retained for 5 years from the date of the report or monitoring activity.

[Print Annual Report](#)



**NOTE:** Once an annual report is certified and submitted, the option to print an additional copy of the submitted annual report is available by login back into CIWQS, selecting the facility, clicking the "Certify" tab, and then clicking the "Print Annual Report" hyperlink. This option is to be used only if there were problems with the facility's printer, or internet connection was severed, etc. Keep in mind that the facility's Legally Responsible Person was required to review, print, and sign the printed hard copy of the annual report.



**NOTE:** Failure to submit the requested information may result in enforcement action, including civil monetary penalties of up to \$10,000.00 for each day of violation.